



EMPLOYMENT OPPORTUNITY

1. RPA #	03 -CAC
ANALYST'S INITIALS	IWS
DATE	08/13/15

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE STAFF SERVICES MANAGER III	POSITION NUMBER 352-120-4802-001	TENURE PERMANENT	TIME BASE Full Time	CBID M01
OFFICE OF CALIFORNIA ARTS COUNCIL	LOCATION OF POSITION (CITY or COUNTY) SACRAMENTO			MONTHLY SALARY 7088 TO 8048
SEND APPLICATION TO: CALIFORNIA ARTS COUNCIL 1300 I STREET, SUITE 930 SACRAMENTO, CA 95814 Attn: DIANE GOLLING DIANE.GOLLING@ARTS.CA.GOV	REPORTING LOCATION OF POSITION 1300 I STREET, SUITE 930, SACRAMENTO CA 95814			
	SHIFT AND WORKING HOURS DAYS - 8AM-5PM			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 322-6555			
SUPERVISED BY AND CLASS TITLE CRAIG WATSON, DIRECTOR				FILE BY 9/18/15

The Mission of the California Arts Council is to advance California through the arts and creativity. Information about our current programs and initiatives, as well as other information useful to applicants, may be found at www.arts.ca.gov.

GENERAL SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply and will be considered prior to other recruitment methods.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants who are on a DGS employment list or on another department's employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.
- Applicants must submit a California STD 678 to the address listed above, together with proof of list eligibility, if applicable. Example: If you pass the online examination for Staff Services Manager III, please attach a copy of your exam results.

DUTIES

The Staff Services Manager III (Deputy Director) serves as the primary advisor to the Council and Director. This position is responsible for identifying and implementing long-range plans to support the Council's mission and Strategic Plan. A detailed description of duties follows.

ESSENTIAL FUNCTIONS

Advises the Council and Director on CAC policy matters, regulations and programs relating to the management of the Council and the Program and Administrative Services divisions. Interprets state laws, rules, regulations and Council policy.

Develops, formulates and distributes implementation guidelines relating state law and Council policy.

Reviews, evaluates, and recommends policies, programs, and procedures governing the administration of the Council and the Programs and Administrative Services divisions.

Advises on and recommends program policies, review procedures, and ongoing program development. Directs program evaluation.

Responsible for developing, implementing and monitoring specific components of the CAC strategic plan.

Manages the development and preparation of grant requests made to the National Endowment for the Arts and other funding sources; supervises the preparation of Interim and Final Descriptive Reports as required.

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<p>Serves as the agency's Chief Fiscal Officer. Plans, administers and directs the development of the Council's operational budget including program and administrative allotments, and the allocation of state, special and federal funds.</p> <p>Manages and directs the analysis of fiscal issues and recommends actions, policies and procedures to the Director, Council, and other staff on related fiscal, policy and budgetary issues. Develops and implements improvements and/or effective courses of action.</p> <p>Coordinates, presents and defends the Governor's Budget for the Council with the Department of Finance, the Legislative Analyst's Office and the Legislature. As required supports the Director in providing testimony and information to the Legislature during the budget hearing process.</p> <p>Monitors monthly budgetary expenditures and provides periodic budget and expenditure reports as required and/or requested by the Director, Council, and/or state control agencies.</p> <p>Manages the development and preparation of grant requests made to the National Endowment for the Arts and other funding sources; supervises the preparation of Interim and Final Descriptive Reports as required.</p> <p>Plans, organizes and directs the work of professional and administrative staff that function over program, accounting, contracts and procurement, information technology (IT), data processing, personnel, and business services activities for the Council. Oversees the development and maintenance of internal program and administrative procedures.</p> <p>Serves as the agency's Equal Employment Opportunity (EEO) Officer. Manages, administers and monitors the agency's EEO program, including program and policy development. Serves as the agency's Emergency Coordinator with the responsibility to develop and coordinate the Emergency Action Committee (EAC) and oversee the implementation of the Operational Recovery Plan (ORP) in the case of an emergency.</p> <p>Represents the Council and the Director before the Legislature and all state control agencies in matters relating to state government, administrative and program policies, rules and regulations.</p> <p>Serves as a resource and advisor to appointed Council members, and is responsible for reports for public meetings of the Council.</p> <p>Prepares reports for the Legislature and state control agencies as required.</p> <p>Represents the agency at state, regional and national conferences and meetings.</p> <p>Responsible for agency operations in the absence of the Director.</p> <p>MARGINAL FUNCTIONS Serves as an internal advisor on issues involving the arts.</p> <p>KNOWLEDGE AND ABILITIES Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's EEO objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities develop and effectively utilize all available resources; and effectively contribute to the department's EEO objectives.</p> <p>Skill at: Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p>DESIRABLE QUALIFICATIONS In-depth, long-term engagement with public sector and/or nonprofit arts management and funding protocols.</p>			

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WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Fluency in spoken and written English
- Occasional travel required, mostly within the state of California
- May require overtime and/or flexible schedule